

EI-7924G

# CLASSROOM JEOPARDY!

## CLASSROOM JEOPARDY! EDITOR™ AND LINK™ GUIDE



**Educational  
Insights®**



[www.classroomjeopardy.com](http://www.classroomjeopardy.com)

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# CLASSROOM JEOPARDY! EDITOR™ AND LINK™

Classroom Jeopardy! Editor and Link are a software/hardware combination that let you write Classroom Jeopardy! games on a Macintosh or Windows computer and save them onto Classroom Jeopardy! cartridges. You can then print out the answer keys on your computer's printer so that you can refer to them as you play a Classroom Jeopardy! game.

With Classroom Jeopardy! Editor, you simply fill in a game template on your computer. Then you plug Classroom Jeopardy! Link into the USB port of your computer and transfer the game content directly from your computer to your cartridge. The whole transfer takes only seconds!

The Classroom Jeopardy! Editor software allows you to view each clue *exactly* as it will appear on your TV screen. Special commands have also been added to make the game writing process more convenient. For example, with the click of your mouse, you can copy and paste your entries—from single clues to whole categories to complete rounds! Classroom Jeopardy! Editor even includes a handy Spell Checker function that lets you check the spelling of your game content quickly and easily.

With Classroom Jeopardy! Editor, you can also easily open games created in earlier versions of Classroom Jeopardy! so they can be edited, copied, and saved in the same way as new games that you have created with Classroom Jeopardy! Editor.

## Components

- A. Classroom Jeopardy! Link unit
- B. Base Control Unit Update Cable
- C. Classroom Jeopardy! Editor software on CD-ROM

## System Requirements — Windows

- A. Operating System: Microsoft® Windows® XP / 2000 / ME / 98SE
- B. Processor: Pentium® 133MHz (or higher)
- C. RAM: 128 MB (or higher) recommended; 64 MB minimum
- D. Disk Space (min): 50 MB minimum free space on hard drive
- E. USB Port: USB 1.1 or 2.0
- F. Display Resolution: 1024 x 768 (or higher) recommended; 800 x 600 minimum
- G. Pointing Device: Microsoft-compatible mouse or other pointing device

## System Requirements — Macintosh

- A. Operating System: Macintosh OS X (10.2.0 or later) or OS 9 (9.0 or later)
- B. Processor: Power PC (G3 or higher recommended)
- C. RAM: 128 MB (or higher) recommended; 64 MB minimum
- D. Disk Space (min): 50 MB minimum free space on hard drive
- E. USB Port: USB 1.1 or 2.0
- F. Display Resolution: 1024 x 768 (or higher) recommended; 800 x 600 minimum
- G. Pointing Device: Apple mouse or other pointing device

**Exciting  
New Feature!**  
With Jeopardy! Link,  
you can also upload and  
download Classroom Jeopardy!  
games on the Internet. It's an  
exciting way for teachers to  
share game ideas and receive  
ready-made Jeopardy! games!  
Visit  
[www.classroomjeopardy.com](http://www.classroomjeopardy.com)  
for details.



## Guide Conventions



The following conventions are used in this guide:

The names of all interface elements (menus, buttons, window titles, dialog boxes, titles, etc.) are shown in a **Helvetica Bold** font. For instance, “Click on the **OK** button.” means the user should click on the **OK** button in a dialog box.

**Menu → Menu Option** is used to indicate a menu choice. For instance, **File → Open** means the user should click on the **File** menu and select the **Open** option.

Whenever a combination of keys on the keyboard should be pressed simultaneously, they will be displayed in the following manner:

 +  means the user should press the **Control** key and **O** key at the same time. In this case the result would be the display of the **Open** dialog box.

Note that on most PC keyboards the  key is labeled **Ctrl**. On most Macintosh computers it is labeled **Control**. For readability, we have used the Macintosh  key throughout this guide.

Macintosh users should use the **Command** key instead of the **Control** key in keystroke combinations.

## Installation and Setup

**NOTE:** If you have a gray-colored (Model EI-7920) Classroom Jeopardy! Base Control Unit, it is recommended that you update its firmware prior to installing and working with the Classroom Jeopardy! Editor software and Classroom Jeopardy! Link. See page 29 for instructions on how to update the firmware of your Base Control Unit (BCU).

### Installing onto a PC with Windows

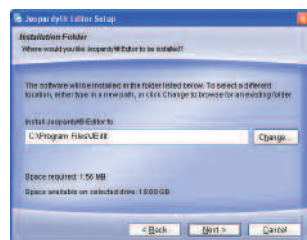
1. Insert the Classroom Jeopardy! CD-ROM into the CD-ROM player of your computer. The CD-ROM window will open.
2. Double-click on the Classroom Jeopardy! Setup file. The **Classroom Jeopardy! Editor Setup** window will be displayed. When you are finished reading the instructions, click on the **Next >** button. The **Classroom Jeopardy! Editor License Agreement** dialog box will be displayed.



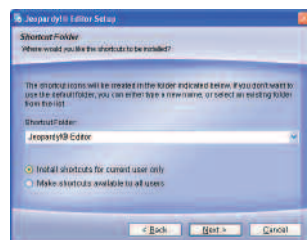
3. In order to install Classroom Jeopardy! Editor, you must agree to the license agreement. When you are finished reading the License Agreement, and if you agree with its terms, select the “**I agree to the terms of the license**” radio button. Then click on the **Next >** button. The **Installation Folder** dialog box will be displayed.



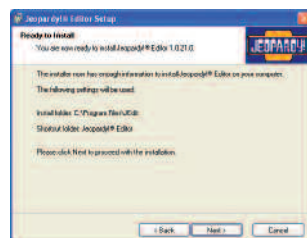
4. The installer is configured to install Classroom Jeopardy! Editor in the Windows Program folder. Type in another path name if you wish and press the **Next >** button. The **Shortcut Folder** dialog box will be displayed.



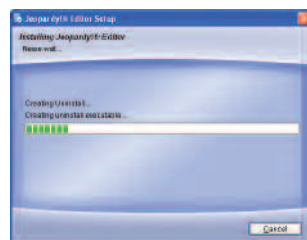
5. The installer is configured to install a shortcut to Classroom Jeopardy! Editor in the Classroom Jeopardy! Editor folder. Type in another path name if you wish and press the **Next >** button.



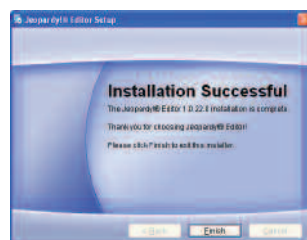
6. The **Ready to Install** dialog box will be displayed. If you are satisfied with the settings displayed, click on the **Next >** button. Otherwise you can click on the **< Back** button and change the selections you have previously made.



7. The **Setup Progress** dialog box will be displayed.



8. If you wish to cancel the installation, click on the **Cancel** button. If you do not cancel the installation, the **Classroom Jeopardy! Editor Installed Successfully** dialog box will be displayed. Click on the **Finish** button. Congratulations! You have successfully installed Classroom Jeopardy! Editor.



## Launching the Program (Windows)

There are two ways you can launch Jeopardy! Editor on your computer:

1. An icon labeled Classroom Jeopardy! Editor appears on your desktop. Double-click the icon to start the program.
2. An item labeled Classroom Jeopardy! Editor appears in your **Start/Programs** menu. Single-click the icon to start the program.



JE dit

The Jeopardy! logo will appear briefly and then disappear, displaying a blank Classroom Jeopardy! Editor game template on the screen.

## Macintosh OS Installation

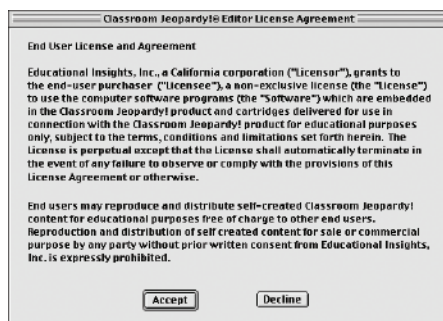
### Installing and Launching onto a Macintosh with OS 9

1. Insert the Classroom Jeopardy! CD-ROM into the CD-ROM player of your computer. The CD-ROM window will open.
2. Locate and double click on the folder titled Macintosh OS 9 Files. Drag the file Classroom Jeopardy!® Editor and the folder JGames to your hard drive.

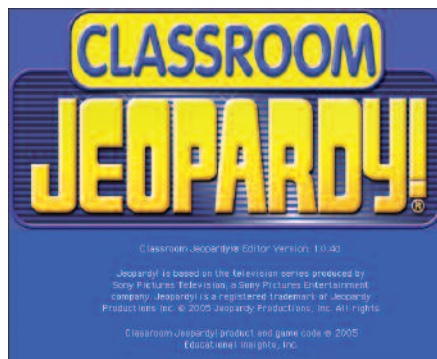


Classroom Jeopardy!® Editor

3. Locate the Classroom Jeopardy! Editor icon on your hard drive and double click on it to launch the program. The Classroom Jeopardy! License Agreement will appear.
4. In order to use Classroom Jeopardy! Editor you must agree to the terms of the software license. The software license agreement only appears the first time you launch Classroom Jeopardy! Editor. Click on the **Agree** button to accept the terms of the license agreement. The license agreement will close.

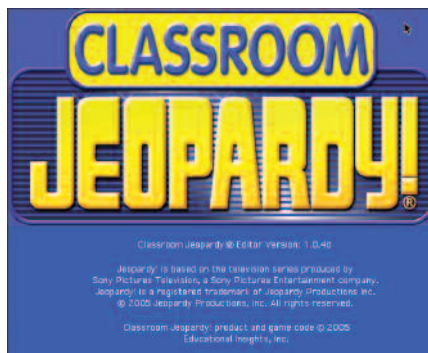
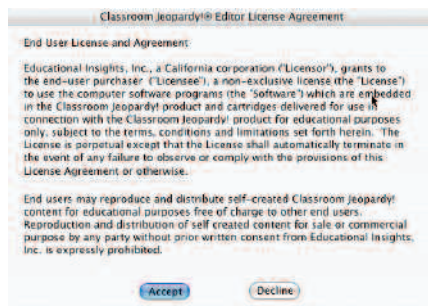
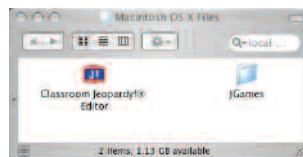


5. When the software license agreement window closes the Classroom Jeopardy! Editor splash screen will appear. This screen appears each time you launch Classroom Jeopardy! Editor. It will close automatically after approximately 3 seconds, or you can click on it to close it immediately.



## Installing and Launching onto a Macintosh with OS X

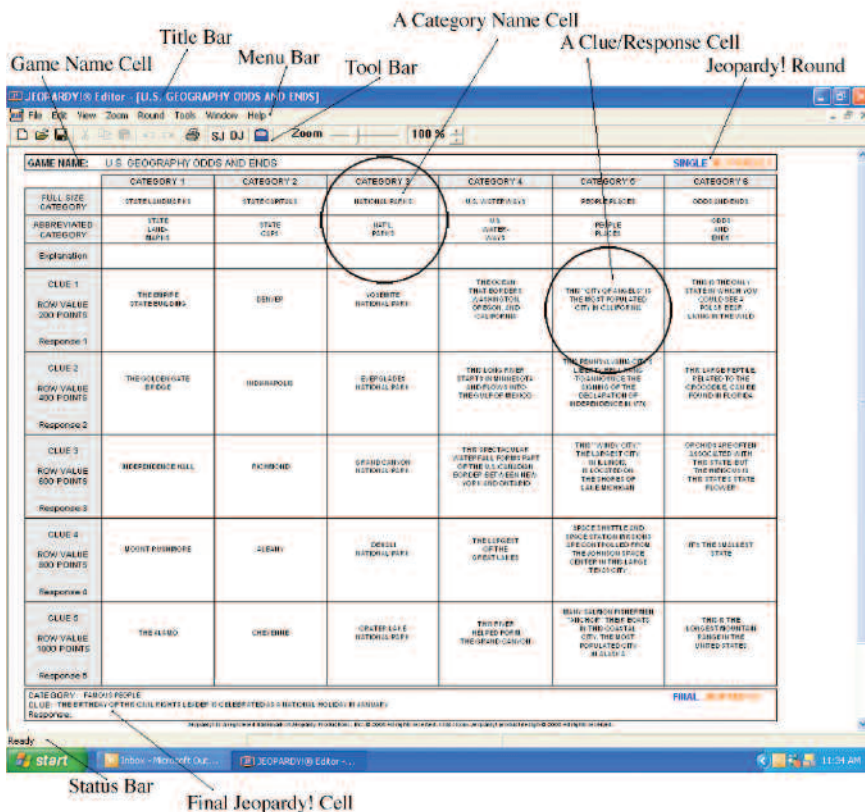
1. Insert the Classroom Jeopardy! CD-ROM into the CD-ROM player of your computer. The CD-ROM window will open.
2. Locate and double click on the folder titled Macintosh OS X Files. Drag the file Classroom Jeopardy!® Editor to the Applications folder of your hard drive. Drag the folder JGames to wherever you want to store Classroom Jeopardy! Editor games.
3. Locate the Classroom Jeopardy! Editor icon in the Applications folder on your hard drive and double click on it to launch the program. The Classroom Jeopardy! License Agreement will appear.
4. In order to use Classroom Jeopardy! Editor you must agree to the terms of the software license. The software license agreement only appears the first time you launch Classroom Jeopardy! Editor. Click on the **Agree** button to accept the terms of the license agreement. The license agreement will close.
5. When the software license agreement window closes the Classroom Jeopardy! Editor splash screen will appear. This screen appears each time you launch Classroom Jeopardy! Editor. It will close automatically after approximately 3 seconds, or you can click on it to close it immediately. If you would like the Classroom Jeopardy! Editor icon to remain in the dock, hold down the option key, click on the icon in the dock, and select **Keep In Dock**.





## Game Template Features

When you start up Classroom Jeopardy! Editor, the screen displays a blank game template. You'll use the template to type in the content for your games. The template is set up so that you can view the content in either a Single Jeopardy! round or a Double Jeopardy! round but not both at the same time. The Game Name cell and the Final Jeopardy! cell, on the other hand, are always displayed at the bottom of both the Single Jeopardy! and Double Jeopardy! rounds.



If you already use popular applications like Microsoft Word™, AppleWorks™, or Microsoft Excel™, you'll find that Classroom Jeopardy! Editor uses the same familiar commands and conventions.



## MENU BAR











The following pages outline the game template's key features: the **Menu Bar**, **Toolbar**, **Status Bar**, and **Cells**.

The menu bar has eight main headings: **File**, **Edit**, **View**, **Zoom**, **Round**, **Tools**, **Window**, and **Help**. Each heading gives you access to various pop-up menus, commands, and options.

The first item in the **Menu Bar** is the program icon. Its purpose is to provide you with a visual clue about what program is currently active.











### The File Menu

- Select **File → New** or type  +  to open a blank template for creating a new game.
- Select **File → Open** or type  +  to display the **Open** dialog box. Select a game file then click on the **Open** button to open the selected game.
- Select **File → Save** or type  +  to save the game you have just created.
- Select **File → Save As...** to open the **Save as JGM** dialog box. Type the name under which you want to save the file then click on the **Save** button to save the game.
- Select **File → Cartridge** to display the **Jeopardy! Game Cartridge Interface**. This dialog box will display the contents of a cartridge and allow you to perform a variety of cartridge operations. (See page 24.)
- Select **File → Preferences** to display the **Preferences** dialog box. This dialog box allows you to set options for the messages and warnings that may appear during game creation. See pages 28–29 for a detailed explanation of the preferences you can set. The preferences are listed as questions for which you choose a **Yes** or **No** answer. The preferences you choose take effect immediately and remain in effect each time you launch the Classroom Jeopardy! Editor program until you change them.
- Select **File → Print** or type  +  to print one or both pages of your answer key.
- Select **File → Print Preview** to see what the printed answer key will look like when you print it. Press **Zoom In/Zoom Out** or click on the screen with your mouse to select the magnification level for viewing the print preview.
- Select **File → Print Setup** to open a dialog box that provides you with options for your printer.
- Select **File → Exit** to quit the Classroom Jeopardy! Editor program.

The **File** menu also displays a list of up to the 10 most recently opened Classroom Jeopardy! games. Select a game name listed in the **File** menu to open the game's template for editing.

File	
New	Ctrl+N
Open...	Ctrl+O
Close	
Save	Ctrl+S
Save As...	
Cartridge	
Preferences	
Print...	Ctrl+P
Print Preview	
Print Setup...	
1 Math3game1	
2 Math7game5	
3 Math7game4	
4 Math7game3	
5 Math7game2	
6 Math7game1	
7 Math6game5	
8 Math6game4	
9 Math6game3	
10 Math6game2	
Exit	

### The Edit Menu

- Select **Edit → Undo** or type  +  to undo the most recently completed action.
- Select **Edit → Redo** or type  +  to restore the most recently completed action.
- Select **Edit → Cut** or type  +  to delete the data from any single- or multiple-cell template selection or any selected text in any editor window and store a copy of it on the clipboard.
- Select **Edit → Copy** or type  +  to copy the data from any single- or multiple-cell template selection or any selected text in any editor window and store a copy of it on the clipboard.
- Select **Edit → Paste** or type  +  to paste the cut or copied data currently on the clipboard into cells on the template or in an editor window as appropriate. (See pages 17–20 for an explanation of how selection, cut, copy, and paste work in Classroom Jeopardy! Editor.)

Edit	
Undo	Ctrl+Z
Redo	Ctrl+Y
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Select All	Ctrl+A

### The View Menu

- Select **View → Toolbar** to toggle the display of the toolbar at the top of the screen; deselecting this feature will hide it.
- Select **View → Status Bar** to toggle the display of the **Status Bar** at the bottom of the screen; deselecting this feature will hide it. The **Status Bar** shows descriptions of menu items or **Toolbar** items as the mouse pointer is passed over them and displays the **Spell Checker** progress bar when a spell check is underway.

View
<input checked="" type="checkbox"/> Toolbar
<input checked="" type="checkbox"/> Status Bar

### The Zoom Menu

- Select any of the settings to select the template view's magnification percentage: **50%**, **75%**, **100%**, **125%**, **150%**, **175%**, or **200%**. Classroom Jeopardy! Editor will then default to the selected **Zoom Percentage** each time you run the program. The **Zoom Percentage** won't be changed until you choose a different setting.

Zoom
50%
75%
100%
125%
150%
175%
200%

### The Round Menu

- Select **Round → Single** to display the Single Jeopardy! round template. Select **Round → Double** to display the Double Jeopardy! round template.

Round
<input checked="" type="checkbox"/> Single
<input type="checkbox"/> Double

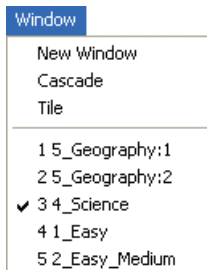
### The Tools Menu

- Select **Tools → Spell Checker** to display a dialog box asking if you want to open the **Spell Checker** and check the entire game. Click on the **Yes** button to begin checking the entire game. Click on the **No** button to dismiss the dialog box.
- Select **Tools → Reset Spell Checker** to display a dialog box that allows you to reset the **Change All** and **Ignore All** choices you have made for the current **Spell Checker** session. Click on the **Yes** button to reset these options. Click on the **No** button to dismiss the dialog box.

Tools
Spell Checker
Reset Spell Checker


## The Window Menu


- Select **Window → New Window** to open a duplicate of the front most window and add a number to the end of the file name displayed on the title bar designating which copy of the window you're viewing. One reason you might want to do this is to **Select, Cut, Copy, and Paste** clue cells from one window to the other in order to rearrange the clues for the Jeopardy! round of the game you are writing.
- Select **Window → Cascade** to reduce the size of all open windows and display them stacked down and to the right in the order they are listed in the **Window** menu. Click on the **Maximize/Zoom** button on any window to return all the windows to their full size.
- Select **Window → Tile** to resize all open windows and display them distributed as evenly as possible on your screen without overlapping. Click on the **Maximize/Zoom** button on any window to return all the windows to their full size.



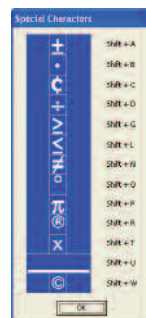
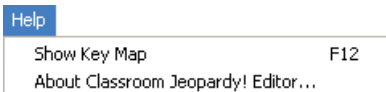
## The Help Menu

- Select **Help → Show Special Characters**,

or press  to display a window with the special characters you can make by

pressing  + the appropriate keys. The window will stay on screen until you click on the **OK** button. If the window is blocking your view of a clue, you can move it to a different part of the screen by clicking and dragging on the **Special Characters** title bar to move the window to the desired location.

- Help → About Classroom Jeopardy! Editor . . .** will display a splash screen with the version number and copyright information for the Classroom Jeopardy! Editor software.



## TOOLBAR



The toolbar is located under the menu bar. It allows you to access certain options that are also available in the menu bar. To choose an option, simply click on the appropriate icon. (To see what an icon stands for, use your mouse to move the arrow marker over it; a short description will appear, indicating the purpose of the icon, and a longer description will appear in the status bar at the bottom of the screen.)



Select the **New Tool** to open a blank template for creating a new game.



Select the **Open Tool** tool to display the **Open** dialog box. Click on a game file in the **Open** dialog box to select it, then click on the **Open** button to open the file.



Select **Save As Tool** to open the **Save as JGM** dialog box. Type the name under which you want to save the file, then click on the **Save** button to save the game. The file will be saved with the suffix “.jgm”. A “.jgm” file is a Classroom Jeopardy! Editor game file. It can only be opened and edited with Classroom Jeopardy! Editor and is the file type used by Classroom Jeopardy! Editor cartridges.



Select the **Cut Tool** to cut (remove) template cell data or editor window text to the clipboard from which you can then paste it into single- or multiple-cell template selections or a field in an editor window.





Select the **Copy Tool** to copy (duplicate) template data or editor window text to the clipboard from which you can then paste it into single- or multiple-cell template selections or a field in an editor window.







Select the **Paste Tool** to paste the current data on the clipboard into single- or multiple-cell template selections or a field in an editor window.

(For a discussion of the select, cut, copy, and paste features of Classroom Jeopardy! Editor see pages 17–20.)



Select **Edit → Undo** or type  +  when you are in template view to undo the most recently completed action.



Select **Edit → Redo** or type  +  when you are in template view to restore (redo) the action you have just undone using the **Edit → Undo** or  +  commands.



Select the **Print Tool** to print the game that you are currently viewing on the computer. The **Print** dialog box will allow you to decide whether you want to print either the **Single Jeopardy!** or **Double Jeopardy!** round or both.



Select either the **SJ** or **DJ Tool** to view either the **Single Jeopardy! (SJ)** or **Double Jeopardy! (DJ)** round on the screen.



The **Cartridge Tool** is operable only when Classroom Jeopardy! Link is connected to your computer and a cartridge has been inserted. Select the **Cartridge Tool** to display the **Jeopardy! Game Cartridge Interface**. This dialog box will display the contents of a cartridge and allow you to perform a variety of cartridge operations. (See page 24.)



100 %

Select the **Zoom Adjust Tool** to view a game template at different magnifications. The magnification percentage appears in the small window to the right of the bar. With the **Zoom Adjust Tool**, you can view the game at varying magnifications instead of set increments.

100 %



Select the **Zoom Up/Down** tool to also choose different magnification settings. Click on either the **Up** or the **Down** arrow. Each time you click, the degree of magnification will be displayed in the small window to the left of the tool.

## TEMPLATE CELLS

The game template consists of four kinds of cells, each containing a particular type of information: game name, category information, clue/response, and Final Jeopardy! content.

### Game Name Cell

The cell for the game name appears at the top of the screen. When you load a game onto a Jeopardy! Cartridge, the game name is used to arrange the contents of the cartridge in alphabetical and numerical order.

GAME NAME: U.S. GEOGRAPHY / ODDS AND ENDS

SINGLE JEOPARDY!®

(NOTE: It is important that you fill in the game name before you load the game onto a Cartridge. Without the name, the load operation cannot be completed, and you will get an error message on the screen.)

### Category Information Cells

Each Jeopardy! round and Double Jeopardy! round is made up of six categories which are displayed in six columns. The top three cells of each column contain information about the category: the category name, the abbreviated name (the name as it appears on the Jeopardy! game board on your TV screen), and any explanation that will help clarify how the category is played (such as, *Unscramble the animal names.*).

	CATEGORY 1
FULL SIZE CATEGORY	STATE LANDMARKS
ABBREVIATED CATEGORY	STATE LAND-MARKS
Explanation	Identify each state by its landmark.

### Clue/Response Cells

Each of these cells displays a single clue and the corresponding response.

CLUE 1	THE EMPIRE STATE BUILDING
ROW VALUE 200 POINTS	
Response 1	WHAT IS NEW YORK?

### Final Jeopardy! Cell

This cell displays the Final Jeopardy! category, clue, and response.

CATEGORY: FAMOUS PEOPLE	FINAL JEOPARDY!®
CLUE: THE BIRTHDAY OF THIS CIVIL RIGHTS LEADER IS CELEBRATED AS A NATIONAL HOLIDAY IN JANUARY	
Response: Who is Martin Luther King, Jr.?	

### Filling Out a Game Template

Once you have an idea of what your categories and clues are going to be, you can begin typing them into the game template. The printed game template will serve as your Answer Key for the Jeopardy! game.

## GENERAL GAME CREATION INFORMATION

### Editor Windows

When you start up Classroom Jeopardy! Editor, the program opens to a blank game template displaying a Single Jeopardy! (SJ) round. To type in the game content, you must first select the cell in which you want to work and then bring up its corresponding editor window. There is an editor window for each of the four types of cells.

- Game Name Cell
- Category Cell
- Clue/Response Cell
- Final Jeopardy! Cell

You can access an editor window in one of three ways:

- Use the mouse to single-click inside the cell. The entire cell will turn orange.

Then press  to display the editor window for the cell.

CLUE 1	THE EMPIRE STATE BUILDING
ROW VALUE 200 POINTS	
Response 1	WHAT IS NEW YORK?

- Use the mouse to double-click inside the cell. Its editor window will appear on the screen.
- Use the **arrow** keys to move through the template until you get to the desired cell,

then press . (See “Moving Within the Template” on page 14.)

Once you access the editor window for a cell, you can start typing. The window displays the text in the way it will appear on your TV, so you can see exactly how the content will look. The editor windows for all cells behave in the same way.

The editor window is the **only** place where you can key in text. Once you finish typing the text, exit the editor window by clicking on the **OK** button or click on the **Cancel** button to close the window without saving your changes. You can also close an editor window by clicking on the **Exit/Close** box at the top right-hand corner of the window. Closing an editor window will return you to the game template view. If you later want to revise or delete the text in the cell, just return to its editor window in order to make your changes.

Edit text in editor windows as you would edit text in most programs. Use the backspace or delete key to delete characters, or use select, cut, copy, and paste. See page 17 for information about selecting entire cells in order to cut, copy, and paste them into other templates.



### Single-Play Clues

Jeopardy! is designed so that if a player gives an incorrect response to a clue during a game, the other players still get a chance to respond to the same clue and win points. For example, in a three-player game, if Player 1 responds to a clue incorrectly, then Players 2 and 3 have an opportunity to respond to the clue.

However, in certain instances, this may not be desirable. For example, if a category consists of clues in which players identify a given statement as true or false, the player who responds incorrectly unwittingly gives away the correct response.



To prevent players from getting an unfair advantage over the player who responds incorrectly, Classroom Jeopardy! Editor gives you the option of making certain clues *single-play*. Single-play clues allow only one player to respond. If a player responds incorrectly, points are taken off that player's score, and the game takes players back to the Classroom Jeopardy! game board where a new clue is chosen. You can choose to make some or all of the clues in a category single-play. For example, if all five clues in a category were true/false clues, you would probably want to assign the single-play feature to the entire category. If only Clue 1 were a true/false clue and the remaining clues multi-play, then you would assign the single-play feature to just Clue 1.

To make clues single-play, simply click the single-play option either in the editor windows for the category information cells or in the editor windows for the individual clue/response cells. To change a clue back to multiple-play from single-clue, simply deselect the single-play option by clicking on it. When a cell has been designated as single-play the upper left corner of the cell will display a black triangle.

## Moving Within the Template

As you type in your game content, you can move from cell to cell or from round to round by pressing the following keys:



Move down within a column.



Move up within a column.



Move right from one cell to the next.



Move left from one cell to the next.



Move from the Single Jeopardy! round to the Double Jeopardy! round (or select **Round → DJ** from the menu bar, or click on the **DJ** tool in the toolbar).



Move from the Double Jeopardy! round to the Single Jeopardy! round (or select either **Round → SJ** from the menu bar, or click on the **SJ** tool in the toolbar).



Move from Final Jeopardy! (the bottom cell) to Category 1 Full Size Category Name cell (the top cell).



**+ arrows**

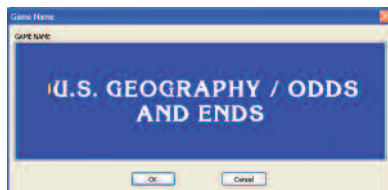
Move from a cell to an adjacent cell and automatically open the editor window.

Navigation in each column or row is “looped” so that, if, for example, you are in the bottom cell of a column, pressing will move you to the top cell. If you are in the far right column (Category 6), pressing will move you to the first column (Category 1).


## ENTERING GAME CONTENT

### ENTERING CONTENT FOR THE JEOPARDY! OR DOUBLE JEOPARDY! ROUND

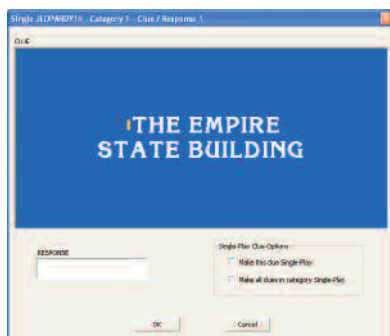
1. Access the editing window (see page 12) for the **Game Name** cell located at the top of the template. Do this by single-clicking in the cell and pressing , or use the mouse to double-click in the cell. Fill in the name of the game.
2. Access the editing window for the **Full Size Category** name, the **Abbreviated Category** name, and the category **Explanation** for any category. (One editor window is provided for all three fields.)






Do this by single-clicking in the cell and then pressing , or by double-clicking in the cell. Then do the following:

- a. Type the **Full Size Category** name and the **Abbreviated Category** name.  
(The **Abbreviated Category** name appears on the full 30 cell Jeopardy! game board when it is displayed on your TV.)
  - b. *Optional:* Type an **Explanation** that will clarify the kind of response that the category requires. For example, if each clue in a category is made up of scrambled animal names, the explanation might be "Identify the animal in each scrambled letter clue."
  - c. *Optional:* Click the single-play option if you wish to make all clues in the category single-play. (See page 13 for an explanation of single-play clues.)
  - d. Click on the **OK** button or on the **Exit/Close** box to exit the editor window and return to the game template.
3. Access the editor window for any clue. Type in the clue. You'll see it exactly as it will appear on your TV screen. If you want to make the clue single-play, click on the single-play option. Then click on the **OK** button or click on the **Exit/Close** box to exit the editor window and return to the template.
  4. Move through the template by clicking in the individual cells or by using the keys described on page 14. Continue filling in the clues and category information for the round.



### Entering Content for the Final Jeopardy! Round




The Final Jeopardy! content is displayed at the bottom of both the Single Jeopardy! and Double Jeopardy! templates. Typing the content in either the Single Jeopardy! or Double Jeopardy! round will automatically transfer the information to the other round. There is no need to type the Final Jeopardy! information twice.

1. Access the editing window for the **Final Jeopardy! Cell** by clicking in the cell and pressing . Or, simply double-click in the cell.
2. Type in the category, clue, and response.
3. Click on the **OK** button or click on the **Exit/Close** box to exit the editor window and return to the game template.



## Saving a Game




You can save your game at any time during your writing/editing process. To save a game, follow these steps.

1. Select **File → Save** on the menu bar, press  + , or click the  tool on the toolbar.
2. The **Save As JGM** dialog box will appear. Type the file name for your game.
3. Click on the **Save** button.

Once saved, the file name will appear on the window's title bar. It will also be included in the game list that appears in the **File** menu, however, the .jgm file suffix/extension will not be displayed in this list. Depending on the preferences you have set for your computer the .jgm suffix/extension may or may not appear in **Open** or **Save/Save As** dialog boxes.

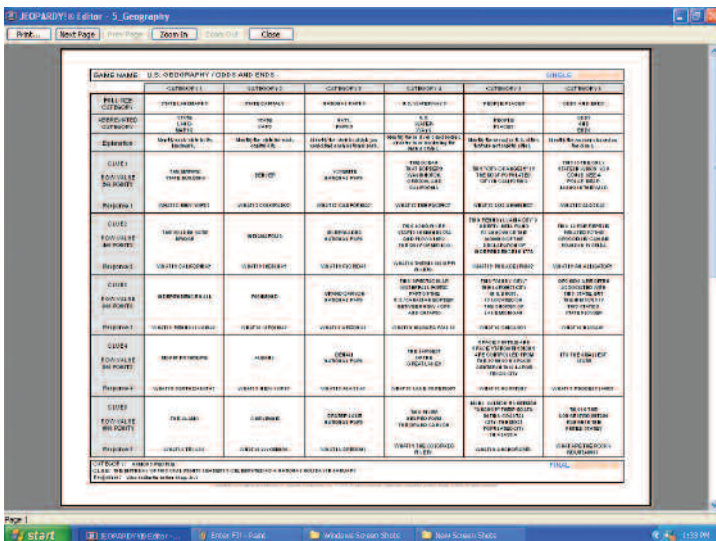
## Printing a Game

Print the game when you have finished filling in the template. You will use the printed copy as an answer key when hosting a Classroom Jeopardy! game.

1. Select **File → Print** to print the template you are viewing. You can also press  + , or click the  tool on the toolbar.
2. The **Print** dialog box will appear. Click on **All** to print both pages of the answer key, or if you want to print only one page at a time, type in the selected page. Then click on the **OK** button.

Select **File → Print Preview**, if you wish to view the printed game before you print it. The screen will display the Jeopardy! round you were editing just as it will be printed.

Click on a **Zoom In** or **Zoom Out** button or click anywhere on the screen with your mouse to magnify the viewing area. Click either the **Next Page** or **Previous Page** button at the top of the screen to go from the Single Jeopardy! round to the Double Jeopardy! round. Select **Close** or click on the window's **Exit/Close** box to exit the print preview screen and return to the template.



## Navigation Commands for Game Entry

To make the game entry process faster and easier you can use a variety of keyboard short cuts to move around in an editor window during game entry.

### 1. Positioning the Cursor in an Editor Window

Move your cursor within any blue pane of an editor window using the **Home**, **End**, and **arrow** keys.



moves the cursor to the beginning of a line within any blue pane of an editor window.



moves the cursor to the first character of a line within any blue pane of an editor window.



moves the cursor to the end of a line within any blue pane of an editor window.



moves the cursor to the last character within any blue pane of an editor window.



or



moves the cursor to the left or right respectively within any blue pane of an editor window.



or



moves the cursor up or down respectively within any blue pane of an editor window.

### 2. Moving Within the Template

Move within a game template by pressing the appropriate keys. See page 14 for a list of these keys.

#### Deleting Characters Within an Editor Window

Use and to delete characters. Place the cursor behind the character(s) you want deleted, and then press . Place the cursor in front of the character(s) you want deleted, and then press . Or you can click and drag to highlight text and delete it by pressing the delete or backspace key.

#### Cut/Copy/Paste Commands











When you are in template view you can cut or copy an individual cell, a group of cells, an entire category, or an entire round of one game, and then paste the text into the same game or into a different game.

#### Select a Single Cell to Cut, Copy, or Paste













Click on a single cell (game name, category, clue/response, or Final Jeopardy!) to select it. It will be highlighted in orange. Orange highlighted single-cell selections or multiple-cell selections are referred to as **the selection**. The Single Jeopardy! view and the Double Jeopardy! view for the same game have separate and independent selections. Each separate game also has its own independent selections.

CLUE 1	THE EMPIRE STATE BUILDING
ROW VALUE 200 POINTS	
Response 1	WHAT IS NEW YORK?

You can do the following with a single selected cell:

1. **Edit** – Double-click on the cell or press  while it is selected. Its editor window will be opened.
2. **Copy** – While the cell is selected, click the  tool on the toolbar, choose the **Edit → Copy** option from the menu bar, or press  + .
3. **Cut** – While the cell is selected, click the  tool on the toolbar, choose the **Edit → Cut** option from the menu bar, or press  + .
4. **Paste** – While the cell is selected, click the  tool on the toolbar, choose the **Edit → Paste** option from the menu bar, or press  + .
5. A copied or cut single-cell selection can **only** be pasted into another compatible single-cell.
  - a. A **Game Name** cell can only be pasted into another **Game Name** cell.
  - b. A **Category Information** cell can be pasted into any other **Category Information** cell.
  - c. A **Clue/Response** cell can be pasted into any other **Clue/Response** cell.
  - d. A **Final Jeopardy!** cell can only be pasted into another **Final Jeopardy!** cell.

You can change the selection in the following ways:


6. Once a single-cell selection has been made you can move it within the category/clue/response grid by using the **arrow** keys. (Note: When using the **arrow** keys, the selected cell *wraps around* between the right and left edge columns, and the top and bottom edge rows of the template grid.)
7. Once a single-cell selection has been made you can move between different cell types (**Game Name**, **Category Information**, or **Final Jeopardy!**) within the template by using the  key. (Note: when using the  key, the selection moves in the following circular sequence: **Game Name**, **Category 1**, **Final Jeopardy!**, **Game Name**, . . .) The selection will not enter the clue/response grid.
8. Once a single-cell selection has been made you can move between template areas in the reverse direction using  + . (Note: when using the  +  keys, the selection moves in the following circular sequence: **Final Jeopardy!**, **Category 1**, **Game Name**, **Final Jeopardy!**, . . .) The selection will not enter the clue/response grid.
9. Once a single-cell selection has been made you can move from its cell editor window to an adjacent cell's editor window using the  + **arrow** keys ( for the cell above,  for the cell below,  for the cell to the left, and  for the cell to the right). The cell editor window for the originally selected cell will close and the appropriate adjacent cell's editor window will open. When using the  + **arrow** keys, the selection wraps around between the right and left edge columns, and top and bottom edge rows.

### Select Multiple Cells to Cut, Copy, or Paste



Click and drag on multiple cells to select them: typically you will drag down and/or to the right to select more cells, and up and/or to the left to select fewer cells. Once the desired group of cells are selected, simply release the mouse button to finalize the selection. You can select a new group of cells by simply clicking a new starting cell and dragging to expand the



selection. Remember, the Single Jeopardy! view and the Double Jeopardy! view for the same game have separate and independent selections. Also, each separate game has its own independent selection which is remembered when you close and reopen the file.

If you begin making the selection in the **Game Name** cell, the "row/column" grid selection will always start in the first column and first row cell of the category/clue/response grid. This is because the top row, which is the **Category Information** row, has a special status relative to the other cells in its column.

You can modify an existing single or multiple-cell selection using the  + **arrow** keys.










The  +  **arrow** key will expand the current selection downward.

The  +  **arrow** key will expand the current selection to the right.

The  +  **arrow** key will reduce the current selection upward from bottom to top.

The  +  **arrow** key will reduce the current selection from right to left.

You can do the following with a multiple-cell selection:

1. **Copy** – While the cells are selected, click the  tool on the toolbar,  
choose the **Edit → Copy** option from the menu bar, or press  + .
2. **Cut** – While the cells are selected, click the  tool on the toolbar,  
choose the **Edit → Cut** option from the menu bar, or press  + .
3. **Paste** – Highlight the destination cells, then click the  tool on the toolbar,  
choose the **Edit → Paste** option from the menu bar, or press  + .
4. A copied or cut multiple-cell selection can only be pasted into another compatible multiple-cell selection.
  - a. If the source selection starts with a **Game Name** cell, the destination selection must also start with a **Game Name** cell.
  - b. If the source selection starts with a **Category Information** cell, the destination selection must also start with any other **Category Information** cell.
  - c. If the source selection starts with a **Clue/Response** cell, the destination selection must also start with any other **Clue/Response** cell.
  - d. The size and shape of the destination selection must match that of the source selection. For example, a **Clue/Response** cell source selection consisting of 2 columns by 3 rows can be pasted into any destination selection of 2 columns by 3 rows of another **Clue/Response** cell destination selection. However, a 2 column by 3 row source selection that starts with the **Category Information** row can only be pasted into an 2 column by 3 row destination selection that also starts with the **Category Information** row.
  - e. If you attempt to paste a multiple-cell selection into an incompatible destination selection, you will receive a descriptive error message that explains why you will be unable to paste the selection along with information that describes the dimensions of both the source and destination multiple-cell selections.

5. A copied or cut multiple-cell selection can be pasted into a compatible multiple-cell destination.
  - a. The multiple-cell destination must meet the same constraints as described in 4d. above.
  - b. All cells in the multiple-cell destination must actually exist within the destination template. For example, a 3 column by 4 row source selection could not be pasted into a multiple-cell destination defined by a single selected cell in the Category 5 column because there would be no room for the right-most column of the source selection.

### Selection Memory

The most recent single- or multiple-cell selection for each of the Single Jeopardy! and Double Jeopardy! rounds within each game is saved both within a single Classroom Jeopardy! Editor session and across multiple Classroom Jeopardy! Editor sessions. For example, if you have all of Category 3 selected for the Single Jeopardy! view for Game A when you close the game, you will see the same selection if you reopen the same game later in the session. Similarly, as long as the Game A .jgm file remains in the same location, you will see the same selection if you reopen the same game during a later Classroom Jeopardy! Editor session.

### Shortcut Commands

As previously mentioned, Classroom Jeopardy! Editor incorporates many of the same keyboard shortcuts that are used in other programs. Remember that the Control key on Windows-based PCs is typically labeled **Ctrl**, and on Macintoshes is typically labeled **Control**.

Macintosh users should use the **Command** key instead of the **Control** key in keystroke combinations.



opens a blank template for creating a new game.



opens an existing game.



lets you save the game you have just created.



lets you print one or two pages of your answer key.



copies selected text onto the clipboard.



deletes selected text from a game and copies it onto the clipboard.



pastes text from the clipboard into a selected location in a game.



reverses the most recently performed action.



restores the most recently undone action.



highlights an entire game template for copying or cutting.

## THE SPELL CHECKER

### Spell Checker Feature

Classroom Jeopardy! Editor lets you spell check your game to ensure that the content in your answer keys and game cartridges is accurately entered.

### Entire Game Spell Checking

To run the Spell Checker on the entire game select **Tools → Spell Checker** from the menu bar. This will spell check the contents of all cells in the game in the following order:

1. Game Name
2. Single Jeopardy! Round
3. Double Jeopardy! Round
4. Final Jeopardy! Round

Once the spell check starts, the template view will be set to Single Jeopardy!. Upon reaching step 3, the template view will be set to Double Jeopardy! and the spell check will continue. Upon completion, the template view will be reset to its initial state.

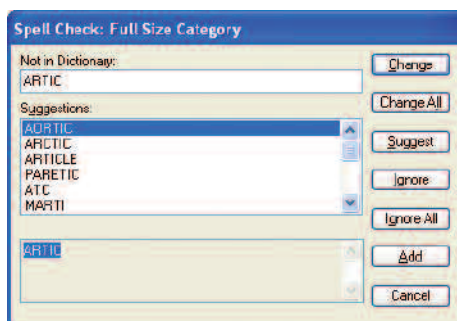
While spell checking the entire game, a progress bar will be displayed in the **Status Bar** at the bottom of the screen. It will show how much of the operation has been completed. As long as no potential spelling errors are detected, the user will see the operation proceed steadily toward completion. If a potential spelling error is detected, the Spell Checker **Suggestions** window will pop-up to allow the user to correct or override the Spell Checker.

### Interactive Spell Checker Operation

When the Spell Checker detects a potential spelling error it will pop-up the **Suggestions** window.

In this situation, the cell location where the potential error was detected is shown as part of the title. The normal game template will be visible behind the pop-up window and will be synchronized with the spell check operation to show the Single or Double Jeopardy! template being checked. If necessary, the user can click and drag on the title bar and move the pop-up window to view the underlying cells of the template.

The following fields and buttons are displayed in the Spell Checker window and may display data, depending on the situation:



**Not in Dictionary** field: The **Not in Dictionary** field indicates that a misspelled word was detected. The word is considered misspelled because it could not be located in any open dictionaries. Edit the word in this box or select a suggestion from the list, then click the **Change** button to correct the word, or press the **Ignore** button to skip the word.

**Suggestions** field: The **Suggestions** field contains a list of suggested replacements for the word reported as misspelled. Repeated clicks on the **Suggest** button may yield more suggestions. If the word in the **Not In Dictionary** field has not been edited, the word selected in the **Suggestions** field will be used as the replacement when either the **Change** or **Change All** button is pressed.



**Change** button: Click the **Change** button to cause the reported word to be replaced. If the problem word was edited, the edited word is used as the replacement. Otherwise, the selected suggestion is used as the replacement. Only this occurrence of the reported word is replaced. If you want this and all following occurrences of the word replaced, select the **Change All** button.

**Change All** button: Click the **Change All** button to cause this and all following occurrences of the reported word to be replaced. If the problem word was edited, the edited word will be used as the replacement. Otherwise, the selected suggestion will be used as the replacement. If you want only this occurrence of the word to be replaced, use the **Change** button.

**Ignore** button: Click the **Ignore** button to cause the occurrence of a misspelled word to be skipped. If the same misspelled word appears later, it will be reported again.

**Ignore All** button: Click the **Ignore All** button to cause this and all further occurrences of a misspelled word to be skipped. You might use this button if the word reported as a misspelling is actually spelled correctly. If the word is one you use frequently, you may wish to ignore it permanently by selecting the **Add** button.

**Suggest** button: Click the **Suggest** button to cause the Spell Checker to search more thoroughly for suggested replacements for the current misspelled word. Each time you press the **Suggest** button, a deeper search is made. The **Suggest** button is disabled once all possible suggestions have been located.







**Add** button: Click the **Add** button to cause the reported word to be added to the user's dictionary. Click the **Add** button if a correctly spelled word you use often is reported as a misspelling. If the word is not used frequently, you may want to select the **Ignore** or **Ignore All** buttons instead.

**Cancel** button: The **Cancel** button stops the current spelling check.

**Undo Edit** button: Click the **Undo Edit** button to remove any changes made to the text in the **Not in Dictionary** field. The **Not in Dictionary** button appears in place of the **Ignore** button only if the text in the **Not in Dictionary** field has been changed.


### Keyboard Characters/Symbols

As in the TV show, except for the text that displays explanations and responses, the Jeopardy! game template displays only uppercase letters. The following list outlines the characters and symbols you can create with Classroom Jeopardy! Editor:

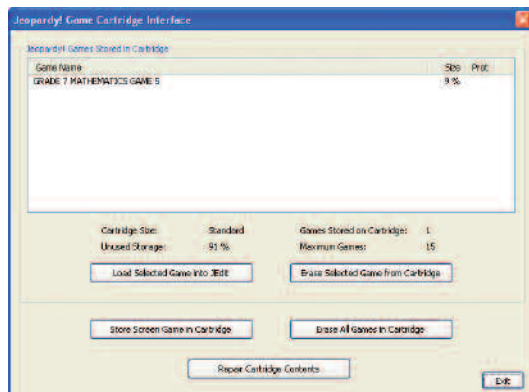
- The uppercase letters appear automatically when you press the letter keys; you do not need to press  or .
- The white-on-blue text displayed in the editor windows (see page 13) is what is actually displayed on your TV screen when you play the game.
- Numbers and symbols that are created with a regular keyboard are made in the same way with Classroom Jeopardy! Editor. For example, to make a question mark, press  + ; to make “#” (pound symbol), press  + .
- Fractions can only be displayed as 1/2, 1/4, and so on.




## Cartridge Operations

In order to perform any cartridge operation, you must select the **File → Cartridge** menu option or click on the  tool of the toolbar. You will then see the **Classroom Jeopardy! Game Cartridge Interface**.

The **Classroom Jeopardy! Game Cartridge Interface** gives you access to five cartridge operations.




## Save a Game on Your Computer to a Cartridge

1. Make sure the game is displayed on your computer screen.
2. Select **File → Cartridge** from the menu bar or click on the  tool icon on the toolbar.
3. When the **Jeopardy! Game Cartridge Interface** is displayed, click on the **Store Screen Game in Cartridge** button. The program will copy the game onto the cartridge in just seconds. (If the cartridge already has a game with exactly the same name, a warning dialog box will ask if you want to overwrite the existing game in the cartridge. Click on the **Yes** button to proceed or on the **No** button to cancel the operation.)
4. Click on the **Exit** button or click on the window's **Exit/Close** box to exit the screen.


After the game is stored, the list of games that are stored on the cartridge will be updated to include the new game.

**NOTE:** The explanations for the categories and the responses to the clues are NOT transferred to the cartridge. However, they will be left intact in your original Classroom Jeopardy! Editor document file.

## Erase a Game from a Cartridge

1. Start up Classroom Jeopardy! Editor.
2. Select **File → Cartridge** from the menu bar or click the  tool on the toolbar.
3. When the **Jeopardy! Game Cartridge Interface** is displayed, click on the name of the game you want to erase to select it.
4. Click on the **Erase Selected Game from Cartridge** button. A dialog box will ask if you want to erase the game. Click on the **Yes** button to proceed or on the **No** button to cancel the operation. If you erase the game, the game list on the cartridge will be updated to show that the game has been deleted.


## Erase All Games in a Cartridge

1. Start up Classroom Jeopardy! Editor.
2. Select **File → Cartridge** from the menu bar or click the  tool on the toolbar.
3. When the **Jeopardy! Game Cartridge Interface** is displayed, click on the **Erase All Games in Cartridge** button. A dialog box will ask if you want to erase all the games. Click on the **Yes** button to proceed or on the **No** button to cancel the operation.
4. Once the games are erased, the game list will be updated to show that no games are stored in the cartridge.

## Repair Cartridge Contents

In rare cases, one or more games stored on a cartridge can become corrupted due to misuse or malfunction. Should you get a warning message that this has occurred, you can attempt to repair the cartridge.



1. Click on the **OK** button to dismiss the cartridge error message.
2. Select **File → Cartridge** from the menu bar, or click the  tool icon on the toolbar.
3. When the **Jeopardy! Game Cartridge Interface** is displayed, click on the **Repair Cartridge Contents** button. A dialog box will ask if you want to attempt to repair the cartridge. Click on the **Yes** button to proceed or on the **No** button to cancel the operation.



Classroom Jeopardy! Editor will attempt to repair the cartridge. If the cartridge is repairable, it will be repaired and you will be returned to the **Jeopardy! Game Cartridge Interface**.

If the cartridge is not repairable, an error message will suggest that it may be erasable. Click the **OK** button to dismiss the error message.





4. Click on the **Erase All Games in Cartridge** button. A dialog box will ask if you want to erase all games in the cartridge. Click the **Yes** button. A progress bar will be displayed as the cartridge is erased. When it is finished, you will be returned to the **Jeopardy! Game Cartridge Interface**.
5. If you cause an error during erasure (e.g., by pulling out the cartridge before it is finished), Classroom Jeopardy! Editor will display an error message. Click on the **OK** button to dismiss the error message. Try to erase the cartridge again. If the cartridge cannot be repaired or erased, it is unusable. Discard the cartridge and try using another one.



## Load a Game from a Cartridge onto Your Computer

If you should somehow lose a game file from your computer, the quickest way to replace it is by copying the game from the cartridge on which it was stored. To do this, follow these steps:

1. Start up Classroom Jeopardy! Editor to display a blank game template.
2. Select the **File → Cartridge** option from the menu bar or click the  tool icon on the toolbar.
3. When the **Jeopardy! Game Cartridge Interface** is displayed, click on the name of the game you want to load to select it.
4. Click on the **Load Selected Game into Classroom Jeopardy! Editor...** button.  
A new untitled template will be created and the game loaded into it.
5. Select **File → Save** from the menu bar or click the  tool on the toolbar to save the recovered game on your computer.
6. Select the **Exit** button or click on the window's **Exit/Close** box to exit the screen.






**NOTE:** The game content will be intact except for the explanations and responses. These do NOT appear on the screen since they were not stored in the Game Cartridge. (See “Save a Game on Your Computer to a Cartridge” on page 24.) You will need to key in the explanations and responses in order to complete your file.

## Revising Games

With Classroom Jeopardy! Editor and Classroom Jeopardy! Link you can edit or change an existing game and then copy the revised game onto a cartridge, save it to your computer's hard drive, or both.

### Working With One Game File

You can revise a game by opening the file from a cartridge and typing in your changes. For this kind of revision, you only need to open up one game file—the file that is going to be changed.

1. Launch Classroom Jeopardy! Editor.
2. Select **File → Open** from the menu bar, press  + , or click the  tool on the toolbar. Navigate to the folder where the game is stored. When the list of games appears, click on the name of the game you want to revise to select it. Click on the **Open** button and Classroom Jeopardy! Editor will open the game.
3. Make your revisions by clicking on the cell(s) and accessing the corresponding editor windows. Type in your changes. (See pages 12–13 for information on editor windows.)
4. When the changes are complete, select **File → Save** from the menu bar or click on the  tool on the toolbar to replace the existing game on your computer. You can also select the **File → Save As...** option and type a new name in the **File name:** field of the **Save As JGM** dialog box to keep the original game intact. The revised game will be saved as an additional game.
5. Connect Classroom Jeopardy! Link to your computer and insert a cartridge. Select **File → Cartridge** from the menu bar or click on the  tool on the toolbar. When the **Jeopardy! Game Cartridge Interface** appears, click on the **Store Screen Game in Cartridge**







button. The revised game will be stored onto the cartridge in seconds. (If the cartridge already has the original game with the exact same name, a dialog box will ask if you wish to overwrite the existing game in the cartridge. Click on the **Yes** button to proceed.)

### Working With Two Game Files

Sometimes you may want to create a new game or revise an existing one by copying content from another game. In this case, you will need to open up two game files—the one you are copying from (the source game) and the one you are copying to (the destination game).




1. Start up Classroom Jeopardy! Editor. A blank template will appear. If you will not be pasting game cells from the source game into a blank template to make a new game, it is best to close the blank template before proceeding.

If you are going to select cells from a game to paste them into another game, you will open the destination game (*the game you want to copy to*) next.

2. Access the destination game (*the game you want to copy to*) first. Select **File → Open** from the menu bar, press  + , or click the  icon on the toolbar. Locate the file you want to *paste into* and click on its name; then click on the **Open** button. The game will appear on the screen.
3. Access the source game (*the game you want to copy from*) next. Select **File → Open** from the menu bar, press  + , or click the  icon on the toolbar. Locate the file you want to *copy from* and click on its name to highlight it; then click on the **Open** button. The game template will be displayed.
4. To see both screens so you can copy cells from one to the other, select **Window → Tile** from the menu bar. The two windows will be resized to fit half the display area, and the source file will appear above the destination file.
5. Follow the instructions on how to select, cut, copy, and paste single- or multiple-cell selections on pages 17–20.

## Converting Older Games

Using Classroom Jeopardy! Link and the Classroom Jeopardy! Editor software, you can convert and save any of the Classroom Jeopardy! games that used the Microsoft Word templates supplied with the original Classroom Jeopardy! units.

1. Start up Classroom Jeopardy! Editor.
2. Select **File → Open** from the menu bar, press  + , or click the  icon on the toolbar. Navigate to the folder where you have saved your games in Microsoft Word format. The list of your games will appear. Locate the Microsoft® Word version of the game you want to convert.
3. Click on the game name to select it; then click on the **Open** button. Classroom Jeopardy! Editor will open the game and automatically convert it. If you look at the game name at the top of the screen, you will see *jgm* affixed to the end of the name indicating that the file has been converted. The original Microsoft Word® game remains intact, and it remains on your computer as a separate file. Save the file to a cartridge or to a file on your hard drive.

## Sharing Games on the Internet

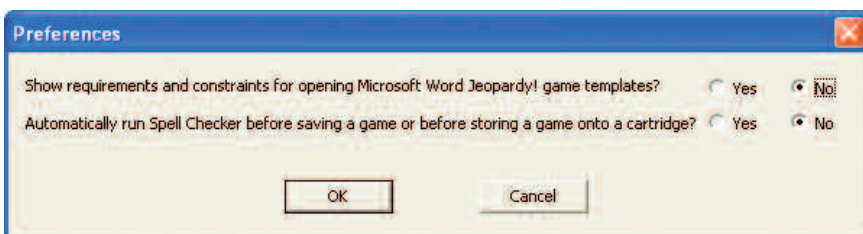
If you've used Classroom Jeopardy! in the past, you know that it is an effective teaching tool that motivates students and generates an excitement for learning. Thanks to Classroom Jeopardy! Editor, you can easily add to your collection of Classroom Jeopardy! games because now you can share games with teachers from all over the world. If you visit [www.classroomjeopardy.com](http://www.classroomjeopardy.com), you will see that it includes an area where you can upload and download games created in Classroom Jeopardy! Editor.

Here are some of the ways you and other teachers can share games:

- Upload and download games from the Internet.
- Create games that can be placed on a server for individual schools to download.
- Store games on a server for district-wide use among teachers.
- E-mail one or more games by enclosing them as attachments.

## Setting Preferences

After you launch the Classroom Jeopardy! Editor software, select the **File → Preferences** option from the menu bar. The **Preferences** dialog box will appear.



The **Preferences** dialog box allows you to determine which messages, warnings, and reminders will appear during game creation. These **Preferences** choices are listed in the dialog box as questions for which there is a **Yes** or **No** answer. The preferences you choose take effect as soon as you close the **Preferences** dialog box and will continue to be in effect each time you launch the Classroom Jeopardy! Editor program until you change them.

### Preferences Explained

#### Show requirements and constraints for opening Microsoft Word Jeopardy! game templates?

Previous Classroom Jeopardy! game units could only be programmed using the keyboard that attached to the back of the unit. However, in order to help game writers organize their thoughts, Educational Insights included a Microsoft Word® template on the Classroom Jeopardy! CD. The template used tables with rows and columns and allowed game writers to enter all the information a game required into separate cells in the table. However, the game still had to be entered into the unit using the special keyboard provided. GOOD NEWS! All those games teachers entered into the Microsoft Word® templates can be opened in Classroom Jeopardy! Editor and saved to your computer or to cartridges where they'll be available when they're wanted.

For additional instructions on troubleshooting Microsoft Word file to Classroom Jeopardy Editor file conversion, see page 31.



Because Classroom Jeopardy! Editor actually uses Microsoft Word® in an invisible mode to open these Word game templates, there are some requirements that must be met. The requirements are as follows:

1. Microsoft Word® must be properly installed on your computer.
2. The structural layout of the Classroom Jeopardy! template file must not have been changed.
3. The contents of the game's cells must conform to the requirements of the Classroom Jeopardy! unit with respect to length of clues, length of category names, and so forth.

Click **Yes** if you would like to be reminded of these requirements each time you attempt to open such a game. Click **No** if you do not want to be reminded.

#### **Automatically run Spell Checker before saving a game or before storing a game onto a cartridge?**

Check **Yes** if each time you attempt to save a game or store it on a cartridge you want the Spell Checker to check the spelling of the entire game. If you would rather choose when you will run the Spell Checker by selecting **Tools → Spell Checker**, then set this preference to **No**.

## **Upgrading Your Classroom Jeopardy! Base Unit**

Your Classroom Jeopardy! Link unit included a black Base Control Unit (BCU) Update Cable. Classroom Jeopardy! Editor can be used to upload to the Base Unit the most recent version of the Classroom Jeopardy! software. The following directions describe how to determine what your Base Unit's software version is and how to upload the latest version of the Classroom Jeopardy! software if your Base Unit uses an older version.

### **Determine an Existing Base Unit's Software Version**


1. Make certain your television is properly connected to your Classroom Jeopardy! Base Unit.
2. Turn on your television.
3. Turn on your Classroom Jeopardy! Base Unit. The first screen to appear displays the version number and the Base Unit's serial number just under the Educational Insights copyright notice.

## **Update a Base Unit's Software**

The following instructions require your Base Unit to be close to your Macintosh or PC computer and your Classroom Jeopardy! Link unit.

1. The latest version of the Classroom Jeopardy! software can be found on your Classroom Jeopardy! Link CD-ROM. Its title begins with the letters "JBU" followed by four digits representing the version number. Copy this file from the CD-ROM to the desktop of your computer.
2. Plug the cartridge-like end of the BCU Update Cable into the Classroom Jeopardy! Link unit.
3. Plug the round plug end of the BCU Update Cable into the antenna socket of the Base Unit.
4. Plug the USB cable of the Classroom Jeopardy! Link unit into the USB port of your Macintosh or PC computer.
5. Launch the Classroom Jeopardy! Editor software.



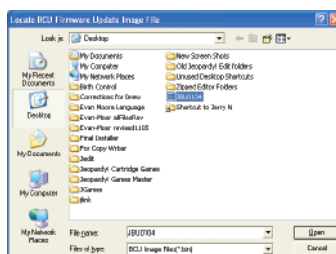
6. Select **File → Cartridge** from the File menu, or click on the  icon on the **Toolbar**. The **Jeopardy! Game Cartridge Interface** is displayed with the words “Jeopardy! Link BCU cable is installed.”



7. If you wish to continue, click on the **Update BCU Firmware** button; otherwise click on the **Exit** button. If you click on the **Yes** button, a confirmation dialog box is displayed. If you wish to proceed, click on the **Yes** button.



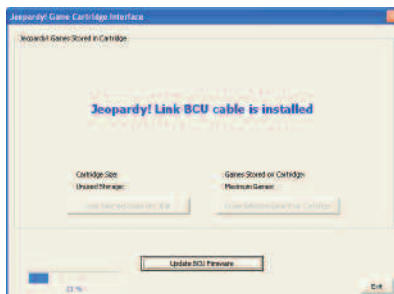
8. The **Locate BCU Firmware Update Image** File dialog will be displayed. Use your mouse to navigate to your computer's desktop and select the “JBUxxxx” file you copied from the CD-ROM. Click on the **Open** button.



9. A dialog box will ask you to turn off the power on the Base Unit. Turn the power switch on the Base Unit to the off position. Click on the **OK** button. A second dialog box will ask you to turn the power to the Base Unit on. Turn the power switch on the Base Unit to the on position and click on the **OK** button.



10. A progress bar will be displayed in the lower left corner of the **Jeopardy! Game Cartridge Interface** indicating the progress of the upload. The upload may take from 8- to 10-minutes. When the upload is completed a dialog box will be displayed telling you the update was successful. Click on the **OK** button. You will be returned to the **Jeopardy! Game Cartridge Interface**.



11. Follow the directions in the Determine an Existing Base Unit's Software Version on page 29 to confirm that your Base Unit has been updated.



## Microsoft Word File to Classroom Jeopardy Editor File Conversion

The requirements and restraints for making this conversion include the following:

1. The Structural layout of the Jeopardy! template file has not been changed.
2. The contents of the game cells conform to the requirements of the Jeopardy! unit.

Difficulties opening games created in Microsoft Word can most frequently be traced to violating one of these requirements.

Here are a few tips for solving problems you might have opening Microsoft Word game template files.

When Classroom Jeopardy! Editor encounters a problem opening a Microsoft Word template file it will try to tell you where in the template it encountered the error. For example:

**ERROR: DJ Row 1, Col 6: Incorrect Contents** indicates that the error was encountered in the Double Jeopardy Round (DJ)

the first row and sixth column of the Category/Clue section (the section with columns and rows). This particular error was generated because someone had renamed the Category 5 column to Category 6. This violates the structure of the layout of the template.



More frequently, errors have to do with an incorrect number of characters or lines in a cell. The file “Template Requirements” on your CD-ROM shows how many lines and characters are allowed in each cell of a game template.

NOTE: Lines include a certain number of visible characters and an invisible carriage return.

If you are uncertain about how many words or lines you have included in a cell, use Microsoft Word to count them for you.

1. Open the Microsoft Word game template in Microsoft Word.
2. Click and drag to select all the text in a cell.
3. Select **Tools → Word Count...** from the menu bar.

Among the things that Microsoft Word will display in the dialog box that appears is how many characters and lines there are in the cell. If there are more characters or lines than allowed, eliminate some of them, save, and close the file. Then, try to open it in Classroom Jeopardy! Editor.

NOTE: A common mistake is to add a carriage return to the seventh line in a clue. Doing so adds an extra (eighth) line and will always generate an error when you attempt to open the file in Classroom Jeopardy! Editor.

## WARRANTY INFORMATION

Dear Customer,

Thank you for purchasing Classroom Jeopardy! Editor™ and Link™. We're certain that you will enjoy the learning fun offered by this product. Educational Insights products are guaranteed to function for one year. Educational Insights warrants each unit against factory defects in material and workmanship for one year from the date of purchase to the original purchaser only.

This warranty is invalid if the damage or defect is caused by accident, consumer abuse, or unauthorized alteration or repair. This warranty does not cover any claim concerning worn-out or defective batteries. If your Classroom Jeopardy! Link unit fails to operate satisfactorily during the first year of purchase, return the item postage prepaid with your check or money order for handling and inspection. Be sure to include the product, your name, address, proof of purchase, and a brief description of the problem. Also package the item carefully to prevent damage during shipping. Send this information to the factory service center listed below. If the item is found to be defective within the first year, it will be repaired or replaced at no further cost to you.

### Out of Warranty Service Policy

If any item requires service after expiration of the one-year, limited-warranty period, Educational Insights will service or replace it with a reconditioned unit—at our option—upon receipt of the item and your check or money order for the item as noted:

		<b>In Warranty</b> (for handling/inspection)	<b>Out of Warranty</b>
EI-7924	Jeopardy! Link Unit	\$10	current retail

### Service Center

Direct all returns to: Educational Insights  
Customer Service Department  
2206 Oakland Parkway  
Columbia, TN 38401-9901



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[www.classroomjeopardy.com](http://www.classroomjeopardy.com)

